

CONFERENCE APPROVAL/FUNDING REQUEST FORM

Following is the format that includes the information needed in an organization's conference approval package:

DATE OF REQUEST: (self-explanatory)

REQUESTED BY: (name/title of requesting official)

SPONSORING ORGANIZATION: (title of DOE or DOE contractor organization sponsoring the conference)

COSPONSORING ORGANIZATION: (title of DOE or DOE contractor organization or non-DOE entity cosponsoring the conference, if applicable)

CONFERENCE TITLE: (formal title of conference)

CONFERENCE DATE: [proposed date(s) of the conference]

PREFERRED LOCK-OUT DATE: (minimum 60 days prior to beginning of conference but could be earlier if necessary to incur costs earlier)

PURPOSE AND OBJECTIVE(S): (Describe the purpose of the conference, justify, and certify that sponsorship of this conference is important to the program mission.)

CONFERENCE LOCATION: (For example: Conference is being held in a DOE facility where there is no charge for meeting space or audio visual equipment rental. Coffee breaks are reasonably priced. No other equipment is needed.)

RATIONALE FOR SELECTION OF CONFERENCE LOCATION: (Provide a rationale and justification for site selection; a cost comparison of alternative sites considered (if location is not at a principal facility site of the sponsoring organization); and certification that the site selected is the most cost-effective considering costs such as travel, per diem, and conference logistics.)

ESTIMATED TOTAL NUMBER OF CONFERENCE ATTENDEES:

Traveling

Non-traveling

DOE HQ Employees (Detail number from each office):

DOE Field Employees:

Contractor Employees (HQ):

Contractor Employees (Field):

ANL

3

BNL

1

LBNL

5

ORNL

2

JLAB

6

Conference Approval Request (formal title of conference)	2	(Date)
Fermilab		15
SLAC	1	
Others		
Domestic	6	
Foreign Institutions	11	
TOTAL:	32	18

ESTIMATED COST BREAKDOWN: (Provide applicable information.)

TRAVEL AND PER DIEM COSTS (Includes registration fee, air fare, limo, hotel, per diem and registration fee for each expected attendee/speaker from DOE/DOE contractor facilities, i.e., BNL, SLAC, etc.)

DOE Employees (HQ):

Contractor Employees (Field):

ANL (3) Mileage

5 LBNL

1 BNL

1 SLAC

6 JLAB

2 ORNL

TOTAL DOE TRAVEL COSTS:

\$ XXX,XXX

OTHER EXPENSES

Logistics:

Coffee Breaks (<N>x<N>x\$3.50)*

\$

Streaming Video or Video Conferencing

\$

Setup (Clorica)

\$

Daily Shuttle Bus Rental

\$

Bus Rental Tours

\$

Supplies and Support:

Registration Materials (<N>x\$3)

\$

Participant travel support

\$

Proceedings

\$

Poster

\$

Supplies

\$

Streaming Video

\$

Duplicating

\$

Overtime

\$

Credit Card Fees (3.3% x 80% participants x Registration Fee)

\$

PCI Data Security Fee (CC Processing Lease)

\$

Speakers Support**

\$

Conference Approval Request
(formal title of conference)

3

(Date)

Student Travel Support** \$

Sub-Total Contract Allowable Expenses:

Contingency (11%) \$

Overhead (23%) \$

TOTAL CONTRACT ALLOWABLE EXPENSES \$

Contract Unallowable Expenses

Reception <N>x<Per person estimated cost>*** \$

Banquet <N>x<Per person estimated cost>*** \$

Bus Rental to/from Reception/Banquet Location*** \$

Overtime*** \$

Setup (Clorica)*** \$

Wine and Cheese <N>x<\$5.50>x<No. of Wine and Cheese Events> \$

Sub-Total Contract Unallowable Expenses: \$

Overhead (23% x bus rental, outside banquet) \$

TOTAL CONTRACT UNALLOWABLE EXPENSES \$

Sub-Total Estimated Costs (Allowable and Unallowable) \$

Less Registration Receipts (Reg Fee x No. Registrants)

ESTIMATED DOE FUNDING:

ESTIMATED COSPONSORS FUNDING:

Fermi Research Alliance, LLC \$

National Science Foundation (must apply for separately) \$

Universities Research Association, Inc. Visiting Scholars Program (must apply
for separately) \$

U. S. Department of Energy (must submit Field Work Proposal separately) \$

TOTAL ESTIMATED DOE TRAVEL: (attendance for National Laboratories) \$

CERTIFICATION: This workshop will not exceed \$100,000 in aggregated DOE Costs.
\$

*The provision of refreshments during necessary session breaks will allow participant to continue discussions on topics presented and to collaborate individually. Not providing refreshments leaves little time for attendees to collaborate if they have to go to the cafeteria to get refreshments.

**These funds can be used to cover airline tickets only if tickets are purchased through the Fermilab Travel Office. Tickets purchased elsewhere will not be reimbursed.

***If FRA or other corporate sponsors are unable to provide support for these events, the Organizers will be forced to sell tickets to cover the entire costs of the events or cancel the events entirely.

IMPACT STATEMENT:

Funding Requested from:

Fermi National Accelerator Laboratory
Fermi Research Alliance, LLC

\$XXXX

Approved: _____
Michael A. Lindgren, Head, Particle Physics Division Date

Fermilab Funding Approved: _____ Source of Funding: _____

Approved: _____
Jack W. Anderson, Chief Operating Officer Date

Fermilab Funding Approved: _____ Source of Funding: _____